

**CHILDREN, YOUTH & FAMILIES COLLABORATIVE COMMISSION**  
**RETREAT NOTES – JUNE 13, 2012**  
**ROTUNDA ROOM, T.C. WILLIAMS HIGH SCHOOL**

**ATTENDANCE**

**Present**

Emma Beall	J. Glenn Hopkins	Timothy Peterson
Victoria Cattaneo	Gregory C. Hutchings	Sonia Price
Andria Cook	Timothy Kennedy	Cynthia Skinner
Rose Dawson	Tammy Mann	Carri Stoltz
Mike Gilmore	Gwen Mullen	Margaret Walsh
Sheryl Gorsuch	Jeffrey Murphy	Marc Williams
Samuel Hanoura	Amy Fortney Parks	

**Excused Absent**

Onelio Aguilar	William Chesley	Councilman Rob Krupicka
Rosario Casiano	Councilwoman Alicia Hughes	Natalie Presley

**Unexcused Absent**

Lidiya Alemu	Joyce Rawlings
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**Staff**

Jacqueline Coachman	Ron Frazier	Mike Mackey
Carol Farrell	Coleen Mann	Deborah Warren
Barbara Farrington		

**RETREAT OVERVIEW**

Timothy Peterson presented guidelines (attached) for the committees of the Children, Youth & Families Collaborative Commission (CYFCC).

Dr. Tammy Mann stated the desired outcome for the CYFCC is to be “viewed by key stakeholders as an active, authoritative voice on issues that relate to the well-being of CYF in the City of Alexandria”. The goals for the Commission’s first year are as follows:

- Lead the process for developing the Youth Master Plan
- Educate and engage stakeholders (e.g. policymakers, business leaders, citizens, youth, etc.) on what we know about the well-being of children, youth, and families on a number of key indicators and why all stakeholders need to care about how well children, youth and families are faring in our city. Our plan to raise awareness and engage stakeholders should explicitly focus on making the case about why it is in the best interest of the city to prioritize investments in our human capital.

**RETREAT PRESENTATION: *WHAT WE KNOW***

Ron Frazier presented a Power Point overview of youth demographics, key indicators, and outcome data. Dr. Margee Walsh explained that schools use different information systems when

recording student violations and, as a result, ACPS is attempting to achieve more consistency among schools. While there were seventeen critical incidents in 2007 involving adults and juveniles in gangs, Mike Mackey said the number has decreased to two and none of those involved juveniles. Dr. Walsh noted that 56 have enrolled for the Satellite Campus of T.C. Williams, leaving 44 slots open. Those who have already dropped out but want to enroll at the Satellite Campus have been placed on a wait list; consideration of their applications will begin July. Carol Farrell noted the great need for child care slots on the West End.

#### **RETREAT PRESENTATION: *WHAT'S AVAILABLE***

The second part of the Power Point presentation by Ron Frazier was an overview of major youth programs, services, initiatives and other resources. Marc Williams asked if there is a need for enhanced water safety initiatives. In response, Dr. Walsh stated Recreation is devoting the next six-eight months to determining foundational services such as swimming versus services popular with residents who can afford them (such as racquetball).

#### **COMMITTEE BREAKOUT**

CYFCC committees met to discuss first year priorities and reported on their deliberations. Those reports are summarized below:

##### **Advocacy**

- Track legislation
- Produce quarterly opinion pieces
- Work with Research Committee to define which indicators are most critical and can be leveraged to achieve intended outcomes
- Host a community meeting with elected officials to address the indicators

##### **Budget**

- Learn about the city, school, state and Federal budget processes
- Facilitate – Prioritization of Commission initiatives
- Identify strategies for funding priorities
- Follow closely the budget process this year, and document and evaluate the financial impact
- Produce the following deliverables:
  - matrix of current programs and funding sources
  - flowchart of the budget process
  - chart of where Commission members are engaged in the process
  - evaluation/support of recent budget decisions

##### **Implementation and Monitoring**

- Survey youth to learn what they want in terms of resources and services
- Provide outreach similar to that provided by the Urban League staff person who assisted youth with such tasks as signing up for programs
- Determine indicators for youth master plan, giving consideration to dash board metrics
- Establish if providers are addressing these indicators and their progress
- Identify those programs that can be monitored
- Consider use of causal loops – if read by 3<sup>rd</sup> grade =x; if do not read by 3<sup>rd</sup> grade =y

- Research the experiences of other jurisdictions
- Review ten risk behaviors listed in Power Point presentation
- Consider a rubric to measure effectiveness (e.g. 1-4: 1 is basic, 4 is comprehensive)
- Look at prevention programs and consider that programs providing services are/should have prevention components that are/should be valued
- Identify three areas of focus, e.g. social (community); emotional (depression, substance abuse, disabilities); academic (dropout rates), physical

### **Outreach and Recruitment**

- Talking points/invitation
- Public service announcement
- Generate leads
- Develop process to collect data and appoint/select
- Continue outreach and marketing

### **Research and Data**

- Develop a “Fast Facts” document (a concise listing of the key data points all commissioners should know)
- Prepare a second “Fast Facts” document that makes the community aware of key data points
- Identify potential benchmarks for key data points to contextualize Alexandria’s data

## **Children, Youth, & Families Collaborative Commission**

### **Guidelines for Committees**

The Children, Youth, & Families Collaborative Commission ("CYF") has created a number of committee to best achieve CYF goals. From time to time, CYF shall delegate certain responsibilities to such Committees.

#### **I. Composition**

(A) Each Committee shall be comprised of both members of the CYF ("Commission Members") and non-CYF members ("Volunteer Members"). Committee members need not be residents of Alexandria. Each Committee shall have a Committee Chair who shall be a CYF member appointed by the Chair of the CYF.

(B) Committee membership shall be distributed as follows:

- (i) 3-5 Commission Members; and,
- (ii) No more than 6 Volunteer Members.

(C) The CYF Membership & Outreach Committee, in consultation with the CYF Executive Committee, shall appoint Commission Members to each Committee.

(D) The CYF Membership & Outreach Committee shall recommend individuals who are not CYF members to serve as Volunteer Members for each particular Committee. Each Committee votes to accept or reject individuals to serve or renew service as Volunteer Members on their respective Committee.

#### **II. Membership Terms**

(A) Commission Members shall serve on their respective Committees for the duration of their term on the CYF.

(B) Volunteer Members shall serve on their respective Committees for renewable one-year terms; however, no Volunteer Member shall serve on any particular Committee for more than three consecutive terms.

(C) Commission Members may be removed from a Committee for cause by a vote of the CYF Executive Committee.

(D) Volunteer Members may be removed from a Committee for cause by a vote of their respective Committee, in consultation with the CYF Membership & Outreach Committee and the CYF Executive Committee.

### **III. Committee Responsibilities**

(A) Committees shall be responsible for achieving goals as defined by a vote of the respective Committee, in consultation with the Executive Committee. Each Committee Chair shall report to the Executive Committee and the CYF quarterly, or as needed or as requested, with each Committee reporting to the CYF no less than annually on its progress toward its goals.

(B) Only Commission Members may vote with respect to Committee actions. Each Committee shall establish its own procedures for resolving tie votes, such as, in the event of a tie vote:

- (i) the resolution shall fail to pass for lack of a majority;
- (ii) the Committee Chair shall abstain from a second round of voting; or
- (iii) some other mechanism as determined by the Committee.

(C) Each Committee Chair shall have primary responsibility for setting the agenda for each Committee, in consultation with Committee members, and for ensuring such Committee works effectively towards its goals.

(D) Each Committee shall meet as needed to fully and effectively work towards such Committee's goals; however, no Committee shall meet less than three times per year. The time, date, and frequency of Committee meetings shall be determined collaboratively among Committee members, with final determination on meeting times, dates, and frequency to be determined by the Committee Chair.

(E) Committee members have a duty to act with all due diligence with respect to Committee goals, and shall contribute to their respective Committee to the best of his or her abilities.

(F) Committee members are required to attend Committee meetings. Upon request and at the Committee Chair's discretion, the Committee Chair shall be able to excuse a Committee member from attendance at any particular meeting. All Committee members are required to attend at least 75% of all Committee meetings.

(G) Actions deemed to be detrimental to the CYF or the Committee shall be cause for removal from any Committee.

(H) Each Committee is subject to and required to follow all rules and regulations applicable the CYF as a whole; including but not limited to all rules and regulations regarding open meetings and document retention. Each Committee must communicate the dates, times, and venues for all Committee meetings to CYF staff in advance of the meetings for publication.